

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING  
MINUTES  
May 12, 2021**

**Members of the public who wish to participate in the meeting may do so by calling  
1-978-990-5000 followed by meeting number Access Code: 333891 at 7:35 PM.**

Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. *A non-public dial in number will be used if executive session is required.*

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township of Alexandria does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and Committee will be held telephonically only. Notice of this meeting was published in the Democrat on January 7th. Notice was posted on the Municipal Office Front Doors and the Township website.

**Meeting Called to order at 7:35 PM.**

**ROLL CALL:**

**PRESENT:** Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan, Twp. Atty. Dragan

**ABSENT:** None

**ALSO PRESENT:** CFO Rees

**FLAG SALUTE:**

Mayor Plumer led the flag salute.

**ADOPTION OF 2021 BUDGET:**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to open public comment for the 2021 Budget.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

As there were no public comments, Comm. Kiernan made a motion, seconded by Comm. Pfefferle to close public comment for the 2021 Budget.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adopt the 2021 Budget.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

CFO Rees noted that there are still no specifics yet from the State or Federal government on guidelines for Covid-19 relief money and that the proposed figures are being amended for each municipality. CFO Rees recommends a special meeting once parameters have been established on the relief money to discuss the specifics.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

- Opening of Township Offices to the Public

The municipal offices will open to the public on June 1<sup>st</sup>. Appointments will be encouraged, and masks required. Masks will be provided to residents if one is needed and if a resident does not wish to conduct business with a mask on then the option of conducting their business over the telephone will be offered. Township Clerk/Administrator Bobrowski will look into how surrounding Townships are holding in-person meetings and virtual meetings at the same time to accommodate residents who wish to attend in person with limited seating availability due to social distancing and others who wish to attend remotely.

- Resolution 2021-080 Approving Grant Agreement in Connection with the Purchase of a Development Easement from William H. Kappus and Diane M. Kappus, B-18, L-9.02

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2021-080.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

**ALEXANDRIA TOWNSHIP RESOLUTION 2021-080 APPROVING GRANT AGREEMENT IN  
CONNECTION WITH THE PURCHASE OF A DEVELOPMENT EASEMENT FROM WILLIAM  
H. KAPPUS AND DIANE M. KAPPUS, BLOCK 18 , LOT 9.02**

**WHEREAS**, the Township of Alexandria, by Resolution #2019-054 adopted on April 10, 2019, previously agreed to fund an approximately 17% cost share toward the purchase of a development easement on property in the Township of Alexandria known as Block 18, Lot 9.02 consisting of approximately 30+/- acres, with no exception areas, owned by William H. Kappus and Diane M. Kappus, which property is contained in Alexandria Township's Municipal Planning Incentive Grant list of farms and for which the property owner made an application to the Hunterdon County/ Municipal Planning Incentive Grant Program; and

**WHEREAS**, the Township has received for approval and execution from the SADC, a Planning Incentive Grant Agreement ("Grant Agreement") which authorizes a grant from the SADC in the amount of \$112,493.15 which equates to 65.25% of the CMV of \$5,900.00 per acre and 65.25% of the total purchase price of the easement (\$172,392.10), based on the final surveyed acreage of 29.219 +/- net acres; and

**WHEREAS**, the Grant Agreement further provides that the County of Hunterdon will hold title to the easement since the County of Hunterdon will be providing an approximately 17% cost share of the acquisition, in addition to the Township; and

**WHEREAS**, the Grant Agreement requires authorization from the Township for the SADC to electronically deposit the grant funds in the County's designated bank account on or before the closing date of the purchase of the development easement; and

**WHEREAS**, the CFO has certified the availability of funds from the Township's farmland and open space trust account for the Township's anticipated 17% +/- cost share of \$29,949.47 toward the easement purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey:

1. Approves and accepts the Grant Agreement provided by the SADC for the funding of the development easement purchase on the property owned by William Kappus and Diane Kappus, known as Bl. 18, Lot 9.02 in the Township of Alexandria and County of Hunterdon, whereby the SADC's cost share grant will be \$112,493.15 or 65.25% of the total purchase price (\$172,392.10) of the easement and the Township's

cost share contribution will be \$29, 949.47. The Township Committee further authorizes the aforesaid grant funds to be electronically deposited in the County of Hunterdon's designated bank account on or before the closing date established by the Township and the County.

2. On behalf of the Township, the Mayor, Deputy Mayor and Township Clerk, as necessary, are hereby authorized to execute the aforesaid Grant Agreement and any other documentation needed to complete and fund the development easement purchase on the above-mentioned property.

3. The Township further authorizes the CFO to pay the Township's approximately 17% cost share described above due in connection with the closing.

***BE IT FURTHER RESOLVED,*** that the Municipal Clerk is directed to forward certified copies of this Resolution to the Hunterdon County Agricultural Development Board and the New Jersey State Agriculture Development Committee as may be requested and required.

***BE IT FURTHER RESOLVED,*** that this Resolution shall take effect immediately.

- **Tax Department Day/Hour Change**

The Tax Collector days and hours will be changed from Wednesdays 9 AM to 2:00 PM and Fridays 9:00 AM to 12 Noon to all day Wednesday 9:00 AM to 4:00 PM. A previous request for office hours to be changed were for summer hours only and the request was denied as it would confuse residents with the temporary change and other office employees wanted summer hours as well and not all employees would be able to accommodate the schedule change.

**CONSENT AGENDA:**

All items listed with an asterisk on the agenda "\*" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

Motion/Roll Call: Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the resolutions below on the Consent Agenda.

**Roll Call: Aye: Plumer, Kiernan, Pfefferle**

**Nay: None**

**Abstain: None**

**Motion Carried**

- Resolution 2021-079 Appointment of Interim Municipal Court Administrator 1/1/2021 to 12/31/2021

**RESOLUTION 2021-079 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY APPOINTMENT OF INTERIM MUNICIPAL COURT  
ADMINISTRATOR  
1/1/2021 to 12/31/2021**

**WHEREAS**, Ms. Jacqueline Signorile was hired on January 2, 2018 as the Joint Court of the Delaware Valley Municipal Court Administrator in which the Joint Court was dissolved on 12/31/2020 and the Court was transferred to the Raritan Township Court on January 1, 2021; and

**WHEREAS**, Ms. Signorile is currently considered an Interim Municipal Court Administrator pursuant to N.J.S.A. 2B:12-11(e) since she was hired January 2, 2018 and does not hold a Municipal Court Administrator certificate; and;

**WHEREAS**, the statute allows the governing body to appoint a person as Municipal Court Administrator that is not a certified Municipal Court Administrator, on an interim basis, for a period not to exceed one (1) year commencing on the date of the appointment January 1, 2021; and

**WHEREAS**, the statute further states, "Any person so appointed may, in consultation with the judge of the municipal court, be re-appointed as a municipal court administrator, on an interim basis, for two (2) subsequent one-year terms. The municipal court administrator appointed on an interim basis may be reappointed for a fourth, and if necessary, a fifth additional one-year term, provided the Municipal Court Administrator is currently enrolled in the certification program and needs additional time to complete that program."

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Alexandria, Hunterdon County, State of New Jersey, that it hereby appointed Jacqueline Signorile as Interim Municipal Court Administrator for a one-year term commencing January 1, 2021 and ending December 31, 2021.

**ENGINEER'S REPORT:**

Township Committee reviewed the attached Engineer's report from Township Engineer Decker.

#### **APPROVAL OF MINUTES:**

- March 24, 2021 Executive Session
- April 7, 2021 Budget Meeting
- April 14, 2021 Township Committee
- April 14, 2021 Executive Session
- April 28, 2021 Township Committee

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above meeting minutes.

**Roll Call: Aye: Kiernan, Pfefferle, Plumer**

**Nay: None**

**Abstain: None**

**Motion Carried**

- April 28, 2021 Executive Session

Comm. Kiernan made a motion, seconded by Mayor Plumer to approve the above meeting minutes.

**Roll Call: Aye: Kiernan, Plumer**

**Nay: None**

**Abstain: Pfefferle**

**Motion Carried**

#### **BILL LIST:**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the May 12, 2021 bill list.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

#### **PUBLIC COMMENT ON GENERAL MATTERS:**

- The Township Park Roof will begin on Monday, May 17<sup>th</sup>
- Comm. Pfefferle would like the Township to look into the software package offered by Spatial Data Logic. Comm. Pfefferle conducted business with Kingwood Township and was impressed with the technology capabilities. The Township received quotes a few years ago and did not want to proceed with the software as it was cost prohibitive. Covid-19 grant money may possibly be utilized for this expenditure. Township Clerk/Administrator Bobrowski will get updated quotes for the Township Committee to consider.

## CORRESPONDENCE/ANNOUNCEMENTS:

- The 17-year Cicada Watch is on for Hunterdon County! Log a sighting on the county map when you see a cicada. Visit: <https://www.co.hunterdon.nj.us/.../vector/cicada-watch.htm> to find out how.

### Hunterdon County Brood X Cicada Watch 2021

The Hunterdon County 17-year cicada watch is on!

There are two general types of cicadas we see in Hunterdon – annual cicadas and 17-year cicadas. This year we will see both but will start with the emergence of 17-year cicadas. As the name implies these insects emerge from the ground every 17 years, having spent their entire immature life in the soil. Brood X (pronounced “Brood 10”) will appear at some point this month. Depending on temperature we will likely see them before Memorial Day.

Most cicadas will emerge at night. As you travel the county tell us when and where you saw them.



Comm. Kiernan noted that Township owned property from easements on Ramshorn Road and Shy Creek Road have several ash trees dying and has raised concerns from residents who live in the vicinity of these properties. Comm. Kiernan noted that the Township needs to address this matter and surveying maybe needed to determine property lines of the areas. The Township may be able to utilize site plans that were drafted for the Planning Board when the developments were approved. Co-ops will be looked into to determine costs of cutting the trees down.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to go into Executive Session. (8:32 PM )

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

### Open Public Meetings Act RESOLUTION- Executive Session

**WHEREAS**, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist:

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
  2. The general nature of the subject matter to be discussed is as follows:
    - ☐ A confidential or excluded matter under Federal or State Law or Court Rule.
    - ☐ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
    - ☐ A matter constituting an unwarranted invasion of an individual's privacy rights.
    - ☐ Collective Bargaining Agreement or negotiation of the Agreement.
    - ☐ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
    - ☐ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
    - ☒ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.  
**Alexandria Overlook**
    - ☒ Matters falling within the attorney-client privilege.  
**Beneduce Vineyards**
    - ☒ Personnel matters involving a specific employee or officer of the Township.  
**Advertising for a Full-time Deputy Clerk/Building Secretary**  
**Performance Evaluation for Michele Bobrowski**
    - ☐ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
  3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
  4. The executive session minutes will be placed on file in the township clerk's office and will be available to the public as provided for by New Jersey law.
  5. This Resolution shall take effect immediately.
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Comm. Kiernan made a motion, seconded by Comm. Pfefferle to return to Public Session

**(9:38 PM).**

**Roll Call: Aye: Plumer, Kiernan, Pfefferle**

**Nay: None**

**Abstain: None**

**Motion Carried**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to add Delaware River Tubing to Executive Session. No Actions were taken, only condolences to be offered to the family.

**Roll Call: Aye: Plumer, Kiernan, Pfefferle**

**Nay: None**

**Abstain: None**

**Motion Carried**

***The following matters were discussed in Executive Session:***

- Alexandria Overlook

Matter to Stay in Executive Session

- Beneduce Vineyards

No Update

- Advertising for a Full-time Deputy Clerk/Building Secretary

Township Committee reviewed ad for the position and the ad will be sent to the classified department of the League of Municipalities for their website.

- Performance Evaluation for Michele Bobrowski

Township Committee discussed the performance evaluation of Township Clerk/Administrator Bobrowski pertaining to her various roles within the Township.

- Delaware Valley Tubing

Greg Crance, Owner/Operator of Delaware River Tubing passed away on Monday, May 10<sup>th</sup> from complications of Covid-19. The Township Committee offered their condolences to the family.

#### **MOTION TO ADJOURN**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 9:41PM.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**

**Nay: None**

**Abstain: None**

**Motion Carried**

Meeting Adjourned at 9:41 PM.

**Respectfully Submitted:**  
**Michele Bobrowski, CMC/RMC**  
**Township Clerk**

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of May 12, 2021 and certify that said Minutes were approved by the Township Committee on the 9<sup>th</sup> day of June 2021.

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Gabe Plumer, Mayor